

PERSONNEL RULES & REGULATIONS MANUAL

SECTION 400 CLASSIFICATION PLAN

Section 401. Introduction

Each authorized position within the City has clearly assigned job functions. Candidates for these positions must meet the minimum qualifications of the job as to education, experience, knowledge, skill, and ability. All positions are assigned a specific classification, which may be singular in nature covering only one position or representing multiple positions. Employees of the same classification share the same title, minimum qualifications, and similar kinds of work activities, but may be assigned to different departments, divisions, or work units. Thus, the tasks of individual employees within the same classification can differ in response to the different operational needs of each department.

Section 402. Class Specifications

The Classification Plan of the City represents a complete inventory of all positions within the organization and the class to which they are allocated. A job coding system is used to designate each class in the system. Each class title has a corresponding class specification that includes the Fair Labor Standards Act (FLSA) status, position summary, pay grade, essential duties and responsibilities, minimum and special qualifications, examples of typical duties performed, physical demands, and work conditions. The class specification describes the minimum qualifications required by an employee assigned to that class and not necessarily the actual qualifications of a current or prospective employee. Employees may obtain copies of current class specifications on the City's website or in the Human Resources Department.

The City Manager will classify all those positions in the City service which are required by Section 60 of the City Charter to be classified. The City reserves the right to modify class specifications and class titles at any time to reflect changes in job activity. If such changes occur, it does not necessarily imply a change in classification, or in the classification's placement in a salary schedule.

When the City Council authorizes additional positions, the City Manager or his/her designee will study the duties and responsibilities of the new position as it is created; and the position will either be placed into an existing classification or, if there is not a sufficient match, a new classification will be developed by the City Manager or his/her designee.

Section 403. Use for Other Personnel Functions

The Classification Plan, aside from being a formal registry of positions, provides a basis for several personnel functions. They include:

- a. Preparing recruitment advertisements that target specific segments of the labor market.
- b. Grouping of classes in the Compensation Plan with similar market values.
- c. Identifying areas of similar knowledge, skills, and abilities in providing developmental and/or training programs.
- d. Providing class specifications for use in establishing work standards and evaluating employee performance.
- e. Establishing standard position terminology for staffing and budgetary purposes.

Section 404. Classified/Unclassified Service

The City Charter and the Personnel Ordinance (Chapter 17 of the City Code) establish the composition of the classified and unclassified service.

404.1 Unclassified Management Employee

For the purposes of this Manual, the City Manager, City Attorney, Assistant City Managers, and the Heads of all Departments established by the City Manager are referred to as unclassified management employees.

The City Manager and City Attorney serve at the pleasure of the Mayor and City Council. All other unclassified management employees hired or appointed after June 30, 2009, serve at the pleasure of the City Manager.

Section 405. Classification Categories – Exempt/Non-Exempt

The Fair Labor Standards Act (FLSA) specifies eligibility criteria for overtime compensation. Certain positions, as defined under the FLSA, are exempt from overtime compensation regardless of the number of hours worked in a week. The class specification for each position indicates whether the position is exempt or non-exempt from the FLSA. The Personnel Ordinance (Chapter 17 of the City Code) establishes the definition of exempt and non-exempt employees.

Section 406. Maintenance of the Classification Plan

Changes can and do occur in the duties, work activity, or functions of positions. Department Heads are responsible to report any substantial changes in the permanent duties or responsibilities of a classified position to the Human Resources Director. These changes will be reviewed for possible modifications to the class specification.

The City Manager, as part of the annual budgetary process, will periodically review the classification of all positions and, as a result, may combine existing classes or establish new ones, or reclassify positions as the needs of the City may require.

Section 407. New Classification/Reclassification

Changes in department operations and service delivery may result in the need for a new class of position(s) to perform significantly different duties and responsibilities not reflected in the current class of positions. In other situations, the difficulty or complexity of work, the level of responsibility, or the knowledge, skills and abilities required for a position or a class of positions may change so that a significant amount of the daily work no longer reflects the duties contained in the current class specification for an employee's classification. If it is believed that either of these situations exists, a new classification or reclassification request may be made.

a. Requests

A request for a new classification or reclassification of a position may be initiated by an incumbent employee, a position supervisor, a Department Head, or the Human Resources Department during the annual budget process. Requests must be made through completion of a Position Description Questionnaire (PDQ) by the incumbent employee (or by the position supervisor if the position is vacant). After review of the PDQ, the Management Review Form must be completed by the position supervisor and Department Head and must be reviewed and signed by the City Manager.

Requests will be submitted to Human Resources for analysis, evaluation, and recommendation. When deemed appropriate by the City Manager, the Human Resources Director may submit the request to a human resources management consultant for analysis, evaluation, and recommendation. The City Manager will review the recommendation provided and will have final authority for approval or denial of the new classification or reclassification.

Reclassifications shall not be requested as a method of awarding an employee a salary increase.

b. Approvals

If a new classification/reclassification request is approved, it will be effective at the beginning of the first pay period in the next fiscal year, except as otherwise directed by the City Manager. If a new

job title is assigned as part of the process, the new job title will be effective at the same time. An employee must meet the minimum qualifications of the new classification in order to be reclassified.

c. **Reconsideration**

If a new classification/reclassification request is not approved, the individual who made the request may submit a Request for Reconsideration. The reconsideration process allows the individual a final opportunity to provide additional information or data that was not included in the original submission that he/she believes is pertinent to supporting the reconsideration request.

The Reconsideration Request must be made through completion of a Request for Reconsideration Form. The position supervisor and Department Head must review the reconsideration request and indicate agreement or disagreement. Reconsideration requests will be submitted to Human Resources for analysis, evaluation, and recommendation. When deemed appropriate by the City Manager, the Human Resources Director may submit the reconsideration request to a human resources management consultant for analysis, evaluation, and recommendation. The City Manager will review the recommendation provided and will have final authority for approval or denial of the new classification or reclassification.

d. **City Manager Authority**

The City Manager may direct the Human Resources Director to reclassify a position class at any time throughout the fiscal year as the needs of the City may require. Such direction must be in writing and must state the reasons the reclassification is warranted.

Section 408. Part-Time Employees

Part-time employees are non-exempt, unclassified, and paid for work on an hourly basis. Part-time employees have no right to continued employment or expectation of any coverage of benefits or change in level of compensation. Part-time employees may be terminated with or without cause at the City's discretion.

a. **Work Hours & Schedule**

Part-time and part-time intern employees shall not work more than 1300 total hours in a fiscal year unless approved by the City Manager in advance. The employee's work hours and work schedule will be established by his/her supervisor or Department Head.

b. **Change in Job Status**

Requests to change a part-time or part-time intern employee's job status will be considered during the annual budget process.

c. **Termination; Disciplinary Action**

Part-time or part-time intern employees are employed solely at the discretion of the City of Gaithersburg and employment shall only continue for such time as the City of Gaithersburg is in need of, or desirous of, the services of the employee. The employee may be terminated at any time at the discretion of the City of Gaithersburg.

d. **Benefits**

Part-time employees and part-time intern employees are not eligible for benefits and do not earn leave.